



**President's Cabinet
Action Notes
February 12, 2013**

Bill Scroggins, President/CEO
Virginia Burley, VP of Instruction
Audrey Yamagata-Noji, VP of Student Services
Mike Gregoryk, VP of Administrative Services

Associate Vice President Rosa Royce filled in for Mike Gregoryk who was at a conference.

1. Cabinet reviewed a list of 60 courses whose course outlines are overdue for updating. Time still remains for departments to review and update these courses. Courses whose outlines are outdated are subject to inactivation.
2. Cabinet reviewed and approved two Immediate Needs requests.
 - A request from the [Planetarium](#) to fund \$4,350 for maintenance of the star projector systems and media projectors.
 - A request from the [Research Office](#) was denied for training the Institutional Review Board members, but Cabinet approved membership in PRIM&R, an organization that provides resources for this work.
3. Cabinet discussed the Status Quo Budget Review process for this coming fiscal year. The memo on the process will be sent in March and will include the following:
 - Cost Center Managers will again be sent the Budget Template to enable them to move money between line items in a manner that is revenue neutral overall.
 - Also sent will be the Budget and Expenditure Comparative Report. The report will cover 2010-11 and 2011-12 in full. For the current year, 2012-13, the report will include the budget for each line item as well as actual expenditures and encumbered funds to date.
 - As usual, managers will be sent the Rate Driven Increase form to request line item augmentations due to cost escalations outside of the control of the unit.
 - Instead of a budget reduction sheet, managers will be sent a form to request budget line item augmentation. This request is based on the anticipated availability of new funds for fiscal year 2013-14. As explained in the [Budget Review and Development Process Guide](#), these funds must be requested in the unit PIE and, if approved, would be allocated initially for one year but may be requested as ongoing in subsequent years.
4. Cabinet reviewed and approved the following the year-end purchasing deadlines:
 - Unrestricted General Fund (11xxx accounts): March 28, 2013
 - All Other Funds: April 26, 2013
5. Cabinet discussed the status of negotiations with the Faculty Association.
6. The [tentative agenda for the Board Study Session on Saturday, March 2nd](#) was updated. The technology needed for the demonstration is being put in place by Vic Belinski and his staff working with the designated presenters.

6. Items for future agendas (items for the **next** Cabinet meeting are shown in **BOLD**):
 - a. Implementation of Degree Works (Audrey, 2/26)
 - b. Employee Wellness Program (Karen Saldana, **2/19**)
 - c. Transit Pass Project (Audrey, 2/26)
 - d. Study Abroad Future Plans (Ginny, 3/19)
 - e. Chamber of Commerce Training Partnership (Ginny, 3/12)
 - f. Division/Program Orientation (Ginny, 3/26)
 - g. Emergency Response Communication System (Mike & Karen Saldana, **2/19**)